



**OFFICE OF THE ATTORNEY GENERAL
JOB OPPORTUNITY
LEGAL INVESTIGATOR**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE

Open To: Exam List Candidates, State Employees with current/prior status as a Legal Investigator
Location: Office of the Attorney General, 55 Elm Street, Hartford, CT 06106
Job Posting Number: 82942
Hours: 40 hours/week; 8:00 a.m. - 5:00 p.m.
Salary: Minimum \$72,786 annually (AR 25)
Closing Date: May 8, 2017

The Office of the Attorney General is currently recruiting for a full-time, permanent Legal Investigator position. Applicants will be selected in accordance with reemployment, SEBAC, transfer, promotion, and merit employment rules, if applicable.

Eligibility Requirement: Candidates must have applied for and passed the **Legal Investigator** exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the title of Legal Investigator or those who have previously attained permanent status in this class may apply for lateral transfer. **Applicants will not have an opportunity to take the Legal Investigator examination prior to the above closing date in order to qualify for this particular vacancy.**

Description of Duties: The incumbent will be responsible for performing a variety of duties which include investigating civil and some criminal matters conducted by attorneys; assisting in the preparation and presentation of cases; making detailed investigations of the circumstances, facts, and conditions connected with complaints; searching land titles; conducting legal research; locating individuals; interviewing witnesses, complainants, corporate executives, and other individuals to obtain information; securing evidence in the form of statements, documents, records, exhibits, and photographs; examining, auditing, and analyzing financial and other records of complex business transactions and corporate structures; researching and compiling economic data concerning industrial and commercial activities; preparing comprehensive reports; preparing affidavits; testifying at hearings, as well as in court; and performing related duties as required.

Knowledge, Skills and Abilities: Considerable knowledge of relevant state laws and regulations; considerable knowledge of investigatory methods and techniques; considerable knowledge of rules of evidence and legal processes; knowledge of common business practices; knowledge of financial accounting; considerable interview skills; considerable oral and written communication skills; considerable interpersonal skills; considerable ability to gather and interpret statistical and narrative data; and ability to utilize computer software.

General Experience: Seven (7) years of investigatory experience in law enforcement, insurance claims, or a closely related field. **NOTE:** Investigatory experience is defined as employment primarily involved with systematically reviewing and searching written data and material, conducting personal interviews and performing surveillance of persons or events to gather information necessary to discover, identify and prosecute civil or criminal violations of the law.

Substitutions Allowed:

- 1.) College training in law enforcement, public safety administration, business administration or a closely related field may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
- 2.) A Master's degree in public safety administration, criminal justice or a closely related field or a Law degree may be substituted for one (1) additional year of the General Experience

Special Requirements: Incumbents in this class must possess and retain a valid Motor Vehicle Operator's license, as frequent travel will be required.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a resume, a [CT-HR-12](#) Application for Employment, and three letters of reference. Current State employees must also provide a copy of the last two performance appraisals. Please include the *Job Posting Number* above, and send all required information postmarked (or electronically received) by the closing date to:

Susan L. Cavanaugh, Director of Human Resources
Office of the Attorney General
55 Elm Street
Hartford, CT 06106
FAX: (860) 808-5375
Email: susan.cavanaugh@ct.gov

The Office of the Attorney General is an Affirmative Action/Equal Opportunity employer and strongly encourages the applications of women, minorities, and persons with disabilities